



Incident Qualifications and Certification System (IQCS)



Date: March 27, 2014

Subject: CA Incident Qualifications and Certification System Training Session

To: Selected Students, Unit Training Officers

REPLY DUE: Tuesday, April 8, 2014

Congratulations! You have been selected to attend the **Incident Qualifications and Certification System (IQCS) for Account Managers** training scheduled for **April 29-May 1, 2014**. The session will be conducted at the Danny Rhynes Training Center (DRTC), located in San Bernardino, California.

The session will begin promptly at 0800 on Tuesday, April 29th and conclude on Thursday, May 1st by 1700. Each day will run from 0800-1700. Students will be using the IQCS Training Database during the training. The last unit of the training issues students their account logons; they will be required to log into the working (Production) system; students will be encouraged to validate their current data while with IQCS experts. In order for you to achieve the full benefit of the session, it is important that you bring copies of some master records from your home unit with you, so you can review some of your unit employee records.

You must read the following documents in the links below. During the session you will be asked questions about these policies!

<https://www.nifc.blm.gov/privacy.htm>

<https://www.nifc.blm.gov/terms.htm>

Your IQCS Account Holder for your unit is responsible for helping you complete the online form. This form must be completed and returned to the Agency IQCS Representative listed below. This form is a fillable form and must be done online. NO FAXES are allowed.

Online form is found here:

http://iqcs.nwcg.gov/main/requestAccount_files/IQCSAccountRequestForm.pdf

The form must be completed, filed and then sent by email.

Agency Authorization is the Agency IQCS Representative.

U.S. Forest Service Students:

Northern California Training Center
Attn: Terri Silva
6101 Airport Road
Redding, CA 96002
(530) 226-2720

FS students email forms to tsilva@fs.fed.us.

Bureau of Indian Affairs Students

BIA, Pacific Regional Office
Attn: Yvonne Jones
2800 Cottage Way
Sacramento, CA 95825
(916) 978-6066

Bureau of Land Management Students:

Wildland Fire Training Center
Attn: Nate Gogna
3237 Peacekeeper Way
McClellan, CA 95652
Desk: (916) 640-1080
FAX: (916) 640-1190

National Park Service Students:

NPS, Pacific West Region
Attn: Matthew Johnson
100 Forni Road
Placerville, CA 95667
Desk: (530) 295-5614
FAX: (530) 261-5297

Fish & Wildlife Students:

FWS, CA/NV Operations Office
Attn: Jessica Wade
2800 Cottage Way, Suite 2606
Sacramento, CA 95825
(916) 414-6483

Each Agency Representative will then forward the Account Request Form to the national contact in Boise to request your IQCS account; Boise needs most of the 2 weeks prior to the class for account setup.

IQCS is a “role based access” system. Access to the various IQCS components is synonymous with categories of work being performed on an individual’s qualifications and certification record, or with managing a training system, or developing a workforce analysis. Security permissions are also based on access to “who” the user can perform transactions on.

To answer questions on your ORG ID’s and IQCS Roles, refer to the Step 2 on the following link. <http://iqcs.nwcg.gov/main/requestAccount.html>

If you do not understand your role in IQCS, it will be necessary to confer with your supervisor to determine what tasks you will be responsible for completing in IQCS. Then match the responsibility with the appropriate role.

Fill in the Account Request form with the User Role and the Organization Code(s) you want to transact on:

- **Organization Codes** are used to determine the Organization Code numbers you will have access to for your unit. **For example if you need to be able to transact on personnel at the Eagle Lake Ranger District of the Lassen NF the Org Code is: 05060058.**
- **User Role Definitions** are used to determine what roles in the application you will request for access to certain areas of the program. **For example, if you are designated as the Training Officer for your unit, you would pick the role of "Training Officer". You may pick multiple roles, if you are responsible for other tasks on your unit.**
- **The IFPM Role is now available for those with responsibility of entering & tracking IFPM training & experience only.**

Your Account Request needs to be emailed and RECEIVED by April 8, 2014. If you are unable to get this in by this date you must contact the Agency Rep and let them know. Failure to complete the form and submit ON-TIME can jeopardize your slot in the session.

Student materials will be provided. You should bring a pen/pencil, notepad and highlighter.

For travel and lodging information navigate on the internet to the DRTC website:
<http://www.fs.usda.gov/goto/sanbernardino/travel>

Here you can find:

- Motel Listing in close proximity to DRTC
- Restaurant Guide
- Driving directions to DRTC

Attire for this training and all training at DRTC is clothing that is acceptable for public contact. Please dress accordingly and professionally. Shorts are not acceptable and uniforms are not necessary.

An alternate list is being maintained for the session. **If for any reason, you must cancel, please notify DRTC at drtc@fs.fed.us or call (909) 382-2984 and leave a message.**

If you have questions related to the forms or the training, please contact me at my office (530) 226-2720 during business hours.

If you have questions related to the forms or the training, or if I can be of any further assistance, please contact Terri Silva, at (530) 226-2720 during business hours.

Thank you for your participation in the IQCS training!